

THE EARTH SURFACE PROCESSES & LANDFORMS BIBLIOGRAPHY

Compiled by Chris Windass

Department of Geography, The University of Hull, Hull. HU6 7RX, UK

INTRODUCTION

The *Earth Surface Processes & Landforms* bibliography consists simply of a full listing of all references from the 1997 editions of the journal in machine readable form. The listing can be searched and sorted using almost any software package or word-processor. The following example describes the access to the listing using Microsoft Word on a PC, but the steps are similar on other machines and with other software,

OPENING THE LISTING

The listing is entitled BIBLIO98 and is contained in the *Technical & Software Bulletin* folder or directory and, in Windows on a PC is opened from within the word-processor or by double clicking on the file name or icon.

The listing is saved in 'text only' format so that it may be loaded into as many applications as possible and is organized with all of the references from each of the papers in each of the editions grouped together and in order of original page numbers.

REFORMATTING THE LISTING

It is a relatively simple task to reformat the listing into the user's preferred style and, in this example, use of the 'select all' command from the EDIT menu, followed by judicious use of the ruler for page width and indentations, the FONT menu for character style and size, produces the type of screen display needed. Again, entries can be copied and pasted into other documents in Windows, with any of the newer word-processors.

SEARCHING FOR ENTRIES

There are very many entries contained in the listing (700k of file space) and these can be perused in the normal way. Alternatively, the search and find capabilities of the word-processing package may prove useful.